PERSONAL INFO

- **ID Card**
  4150404956697
- **Date of Birth**
  11/01/1994
- **Gender**
  Male
- **Marital Status**
  Single
- **Nationality**
  Pakistani
- **Phone#**
  923463639551
- **Email**
  naeemn976@gmail.com
- **Address**
  House No#120 Madina Nagar Jamshoro Sindh Pakistan

SKILLS

- Baisc Knowledge About Computer software and hardware
- Ms Office
- Driving
- Housekeeping Supervisor
- Dispenser

INTEREST

- Traveling World
- Long Driving
- Driving Different Cars
- Help T0 People
- Traveling World

LANGUAGES

- English
- Urdu
- Sindhi
- Sirakiee

MUHAMMAD NAEEM BHUTTO

ASSISTANT OFFICER

OBJECTIVES

Willing to work in organization where I can apply and enhance my knowledge and basic technical skills for the personal and professional development and to use my skills and adaptability. i m quick to learn and adapt to new situations, configurations, and technologies.

EDUCATION

University 0f Sindh 05/06/2015	Bachelor 0f Science 54%
Govt degree college 10/05/2011	Intermediate 61%

WORK EXPERIENCE

Telenor faranchise 10/04/2014- 04/10/2016	**Customer Care** ·Resolving customer complaints and queries ·Providing detailed information to customers ·Following up with customers for any further information ·Following standard processes and procedures when it comes to providing the resolution
Uber/Careem Online Car Service 11/04/2017- 07/11/2021	**Captain** Excellent communication skills. Excellent mapping skills. Direction-taking skills. Ability to think on your feet. Ability to be empathetic towards customers. Customer service skills.
Danish Fast Food Resturant 10/01/2022- 17/06/2022	**Manager** Recruiting, training and supervising staff. Agreeing and managing budgets. Creating staffing rotas. Planning menus. Promoting and marketing the business.
Pinnacle Fiber Pvt Ltd 21/07/2022- Present	**Assistant Officer clerk** Maintaining and updating records. Reporting discrepancies between physical counts and computer records. Distributing or stocking merchandise. Receive and inventory stock. Other various tasks as assigned.

REFERENCE

Name:
Designation:
Will be furnished on request